



**GRAMBLING**  
University Foundation

## **REQUEST FOR QUALIFICATIONS**

**Response No.: 50018-210018**

### **Professional Economic Development Consultant Services**

**Opening Date:**

***February 25, 2021 @ 2:00 P.M.***

*For questions or to schedule a site visit, please contact:*

*Bobby Burkes, ph: 318-274-2341, email: [burkesb@gram.edu](mailto:burkesb@gram.edu)  
Marc Newman, ph: 318-274-2245, email: [newmanm@gram.edu](mailto:newmanm@gram.edu)*

**[PurchasingBids@gram.edu](mailto:PurchasingBids@gram.edu),**

**Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 33, 32, 30, 27, and 25 JBE 2020, everyone is required to wear a Mask and use Social Distancing Measures.**

**P. O. Box 587 | Grambling, LA 71245**

**Telephone: 318.274.2217 | Fax: 318.274.3330**

The ***Grambling University Foundation*** is a public, non-profit organization established to provide financial assistance to Grambling State University.

**REQUEST FOR QUALIFICATIONS (RFQ)  
BIDDER RESPONSE FORMAT  
FOR PROFESSIONAL ECONOMIC DEVELOPMENT CONSULTANT SERVICES**

**Introduction**

Grambling University Foundation (GUF) is seeking the services of a professional Consultant Team to prepare an Economic Development Strategic Plan (EDSP) that not only builds on the economic development work already underway; but one that furthers the efforts of our community and introduces new strategies of proven success. The RFQ will help to identify a team that can assist in the development of a regional innovative economic hub for Grambling State University (GSU) and portions of the surrounding Northwest Louisiana region. The selected Consultant Team will work with the GUF and GSU teams and the community to understand economic development concerns and interests and to help guide the discussion about what is feasible in the Grambling community with respect to economic development and the resources available. The GUF/GSU views effective asset identification, public and private partnerships, resilient economic development strategies, public and business community outreach, and high-quality, user friendly, graphic design documents, as important to the creation of this plan.

The Grambling University Foundation invites the submittal of responses to this RFQ from qualified firms interested in providing professional consulting services. Responses are solicited for this service in accordance with the U.S. Departmental Economic Development Administration – EDA Grant terms, conditions, and instructions set forth in the RFQ guidelines. **THIS IS A FEDERALLY FUNDED GRANT.**

**Background**

This supports business resiliency strategies that connect specialized infrastructure and facilities, inclusive workforce, markets, small and large business connectivity and public private partners. Also, located in a federally designated Opportunity Zone, the project proposes the development of a regional innovation hub at Grambling State University to support economic resiliency in the region. This project will review and assess the Grambling State University campus property, as well as the Grambling West Campus, and the University's overall connectivity to regional assets and national/global opportunities. The area supported by the awarded project is most of Northwest Louisiana. Six parishes within this region will be served. They are Lincoln Parish (project hub), Bienville Parish, Bossier Parish, Caddo Parish, Desoto Parish and Webster Parish. Each of these six parishes include an EDA Designated Opportunity Zone that will be aided by the project's activity. The impact area of interest is supported by Opportunity Zone Tracts 9603, 9604, and 9609. Grambling State University is physically located in census tract 9603.

**Scope of Work and Qualifications**

It is expected that the selected Consultant Team will prepare an EDSP that contains specific economic development goals, strategies and an implementation plan outlining timing, anticipated costs, funding sources, and who will be responsible for each implementation action.

The selected Consultant Team will be one that has demonstrated experience in the preparation of economic development strategic plans for local jurisdictions. The selected Consultant Team shall be familiar with all pertinent economic development policy documents and initiatives. Based on review and discussions with staff, the selected Consultant Team will prepare an approach to integrate planned development within the defined area while considering future

The selected consultant shall conduct a feasibility study that evaluates assets, capacity, and economic opportunities resulting in recommendations for future GUF initiatives and investment, and economic development growth strategies and market growth trend factors.

The selected Consultant Team shall complete a strategic plan designed to leverage recommendations of the feasibility study benefitting the GUF and its broader service area and region.

The selected Consultant Team shall help to align the project with GUF's strategic plan and create partnerships with business and industry, workforce development, and strengthen external relations by collaborating with business and industry to establish curricula and educational programs, internships and cooperative learning experiences that are tightly linked to regional economic development and national and statewide labor force needs.

The selected Consultant Team will be required to perform the standard economic development consultant services with at least five (5) years of demonstrable experience in applying the methods and practices of developing an Economic Development Strategic Plan.

The contract period of performance may extend no more than 12 months (1 year).

Once a firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services.

Grambling University Foundation anticipates a contract which will include a detailed expectation of services including (strategic plan outline, feasibility study, monthly update requirements). GUF reserves the right to include additional project elements in the initial or subsequent professional services agreement as deemed appropriate.

Respondents shall provide three (3) physical copies and one (1) electronic copy of your firm's response to this RFQ to:

Timothy Graham, Dir. of Purchasing  
Grambling State University  
403 Main Street  
Grambling, LA 71245  
Email: [purchasingbids@gram.edu](mailto:purchasingbids@gram.edu)

### **Submittal & Review**

The GUF staff will select a maximum of three (3) Consultant Teams to interview; however, the Foundation reserves the right to reject any and all qualification proposals received as a subsequent proposal request. Once proposals for qualification are selected, a subsequent comprehensive proposal for fees will be issued to the selected teams. From those proposals, the Staff will select the most advantageous regarding price, quality of service, the respondents' qualifications and capabilities to provide the specified service, and other factors that the Foundation may consider.

GUF reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken to best meet GUF specifications and needs.

GUF reserves the right to reject any or all submittals, to waive or not waive informalities or irregularities in responses to the RFQ.

Qualification proposals must be signed by an official authorized to bind the consultant to its provisions for at least a period of 180 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFQ, addenda will be provided. Deadlines for submission of RFQ's may be adjusted to allow for revisions.

Qualification proposals should be prepared simply and economically providing a straight forward, concise description of the consultant's ability to meet the requirements of the RFQ. It should be understood that consultant teams will not be compensated in any way for the preparation of a proposal.

The Foundation will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, disability or national origin in the contract award.

### **Project Funding**

Funding for the work described herein will be provided by the Economic Development Administration under the Economic Development Assistance Program.

### **Compensation**

Compensation will be made in the form of monthly payments after receiving an invoice based upon the man-hours performed and/or subcontractor services performed monthly. Five percent of each monthly invoice will be retained until the project is completed and final deliverables have been received. GUF may be open to other reasonable payment structures, however, this would need to be agreed upon by both parties and documented in a subsequent Consultant contract.

### **Deadline**

Responses to this RFQ are due in the office no later than 2:00 p.m., Thursday, February 25, 2021. No responses will be accepted after that time and any response received after that time will be returned to the responder without being opened and without consideration.

### **Schedule**

|                         |  |
|-------------------------|--|
| 01/29/2021              | Advertisement of this RFQ                                      |
| 02/12/2021              | Deadline for questions from respondents pertaining to this RFQ |
| 02/25/2021              | Responses due in office and electronically submitted by 2PM    |
| 02/25/2021 - 03/12/2021 | GUF RFQ submissions review process                             |
| 03/15/2021              | GUF Consultant Team selection announcement                     |

## Selection Criteria

Foundation staff will select a maximum of three (3) Consultant Teams to interview. Staff anticipates interviewing Consultant Teams beginning February 11th, selecting a preferred consultant, and completing contract scope negotiations by the end of February.

Based upon the submitted written responses to this RFP, the GUF selection team will review and rank the proposals according to the following criteria:

| <b>Item Description</b>  | <b>Score</b> |
|--|--------------|
| Consultant Team Experience and results with similar projects   | 20%          |
| Quality and experience of the Project Manager and Key Staff persons who will be working on project   | 20%          |
| The Consultant Team's demonstrated understanding of the proposed project and the community, and of the need for an efficient and effective approach to successfully completing the project.  | 30%          |
| The Consultant Team's ability to deliver a high-quality, user friendly EDAP document with a competitive cost proposal. Total project cost and a practical, efficient approach to performing the Scope of Work will be among the major factors in selecting a Consultant Team | 20%          |
| The Consultant Team's ability to meet the Parish's standard contract requirements and meeting the project schedule.  | 10%          |
| <b>Total</b>   | <b>100%</b>  |

## Form of Requirements

Respondents shall provide the information in the RFQ questions below in the order requested. Submissions shall be in a folder, secured or bound in a manner which permits the response to lay flat when open.

### RFQ QUESTIONS – Provide of all the following information

#### 1. Letter of Interest

A letter expressing the consultant's interest in being considered for the EDSP. Please include a statement regarding the Consultant Team's availability to dedicate time, key project staff and resources to this work over the next six months

## 2. General Information

Date  
Firm Name  
Address  
City, State, Zip Code  
Website

Contact Person(s) – Limit to two persons per respondent firm

|               |               |
|---------------|---------------|
| Contact No. 1 | Contact No. 2 |
| Name          | Name          |
| Title         | Title         |
| Telephone     | Telephone     |
| Email         | Email         |

State your firm's type of organization:

Sole Proprietorship (Individual)  
Partnership  
Corporation  
Professional Corporation  
Joint Venture  
Other (explain)  
Number of offices and locations

## 3. Project Understanding and Detailed Approach with Benchmarks

Provide a statement demonstrating your understanding of the proposed project and of defined parishes business climate. Describe your approach to completing the Proposed Scope of Work and maintaining a competitive fee proposal and schedule. Explain how the Consultant Team will leverage work that has been previously conducted to achieve completion of the project as efficiently and effectively as possible. Please discuss any ideas for cost effectively modifying, clarifying, or improving the Proposed Scope of Work.

## 4. Qualification Statement

In 100 words or less, please describe what makes your firm uniquely qualified to perform consultant services, including any other qualities.

## 5. Firm Background and/or Staff

- State the year your present firm was established.
- State the number of years your firm has consulted on public/government projects.
- Provide the name of your firm's parent company, if any.
- List former company name(s), if any.
- Identify the location of the branch/firm and the people that would produce this work.

- f. State the current number of employees.
- g. State the number of persons with your firm in the following positions.  
Certified Economic Developer (CEcD)  
Licensed Personnel  
Administrators
- h. List your firm's principals, number of years with the firm.
- i. Who is your senior member assigned to work with the GUF for this project?
- j. Provide a professional resume for each of the key personnel on your project team. Provide name, title, registration number, number of years with your firm and number of years of public/government project experience.

**6. Professional Services Provided by Firm**

- a. Indicate which services are provided by your firm. Indicate whether you provide it with in-house personnel or through an outside consultant. Also indicate whether each is included in Basic Services or available for an additional fee.
- b. Would your Basic Services include providing GUF with a complete program document in bound document form? (YES / NO)
- c. List firms you would consider using as sub-consultants if needed for this project.
- d. Describe the process through which your firm will work with GUF to produce the work pertaining to this RFQ.
- e. Describe any other advantages offered by your firm that would be of benefit to GUF.

**7. Experience Profile**

- a. List the total number projects within the last five years. This list may also include projects that are not completed as long as they are currently under contract and in progress.

| Project Type                      | Organization | Project Cost |
|-----------------------------------|--------------|--------------|
| Service Center/Public Works       |              |              |
| Higher Education                  |              |              |
| Public Education                  |              |              |
| Professional Offices              |              |              |
| Municipals/City Hall              |              |              |
| Other Relevant Projects (specify) |              |              |

**8. Relevant Projects**

- a. Provide the following information on at least three (3) completed public/government projects that represent your firm's work and services.

Name of project  
Project Description  
Name of owner and location  
Contact person, title and phone  
Project size  
Project cost

**9. Current Clients and Workload**

- a. State the number of public clients your firm has provided services for in the last five (5) years.
- b. Comment on your firm's current workload, commitments and your capacity to manage the work of this RFQ at this time.

**10. Technology Capabilities**

- a. Describe the technology expertise and experience your firm offers (if applicable).

**11. Scope, Fee Proposal, and Schedule**

Based on the proposed Scope of Work, please provide a detailed scope of work, task-by-task proposal and task-by-task schedule. Applicants are encouraged to critically evaluate the proposed Scope of Work and recommend revisions to achieve a better EDSP, or a more efficient use of time and resources.

**12. Professional Liability Insurance**

- a. Comment on your firm's professional liability insurance and your commercial general liability insurance.
- b. Has your firm had any claims asserted against you within the last five (5) years? If yes, explain details.

13. Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, unless specifically allowed to do so.



**For questions regarding this RFQ or to schedule a site visit, please contact:**

***Dr. Bobby Burkes***

***ph: 318-274-2341***

***email: [burkesb@gram.edu](mailto:burkesb@gram.edu)***

***Marc Newman***

***ph: 318-274-2245***

***email: [newmanm@gram.edu](mailto:newmanm@gram.edu)***

As an authorized representative of the \_\_\_\_\_  
(company/corporation), I certify that the information provided for this RFQ is factual and truthful to the best of my knowledge and belief, and I understand that any false or misleading information may result in disqualification of my company's submission.

\_\_\_\_\_  
Consultant Representative's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GUF Representative

\_\_\_\_\_  
Date

**Note: This form should be attached as the last page of your submission.**